

February 2006

The latest news from Seattle's Department of Planning and Development  
(formerly the Department of Design, Construction and Land Use)

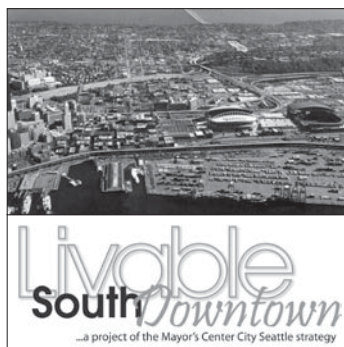


Vol. 4  
No. 2

## DPD to Unveil Recommendations for Livable South Downtown Planning

As part of the City's Livable South Downtown project, DPD will publish in early February a report with draft recommendations for land use and zoning changes in South Downtown. These preliminary recommendations define potential changes that will support increased residential density and a renewed vitality in the neighborhoods comprising South Downtown – the Pioneer Square, Chinatown/International District/Little Saigon neighborhoods and the stadium area.

To gather input, DPD staff conducted nine meetings with an advisory group of neighborhood representatives, held an open house, and met with several neighborhood stakeholder groups in 2005. A second open house to review the preliminary recommendations and receive public comment is planned for



see **south downtown** on page 4

## Monthly Highlights

- DPD launches emergency management website, pg. 2
- Enhanced Pre-Application Site Plan requirements, pg. 3
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- Seattle Electrical Code Interpretation: concrete-encased rebar, pg. 8
- New emergency rule for Seattle Energy Code, pg. 8

## Avoid a disaster!



Have a problem with a steep slope? Learn how to protect yourself and your property at one of two free landslide meetings in February sponsored by DPD, Seattle Public Utilities, Parks & Recreation and the Seattle Department of Transportation.

—see pg. 2 for details

## Making Green Building Standard Practice in Seattle

— Restructured team of City sustainability experts debuts at DPD

Homeowners, homebuyers and building professionals will soon find it easier to use sustainable (green) technologies by taking advantage of expanded expertise and incentives offered by the City of Seattle. A newly structured team of green building experts at DPD is currently gearing up for a campaign to make green development standard practice in Seattle.

While green building has rapidly caught on with “early adopters,” much work remains to be done. According to an upcoming economic development study, Seattle is expected to experience significant growth in the green

see **green building team** on page 7

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Visit us online anytime.

[www.seattle.gov/dpd](http://www.seattle.gov/dpd)

## CUSTOMER ALERTS



*"My goal is to make Seattle the most prepared city in America. There's still more to do, but in the last three years we've significantly increased our ability to deal with natural or man-made disasters. We've strengthened infrastructure like bridges and fire stations; helped businesses and residents to retrofit; participated in national emergency exercises and made sure our plans include citizens who are vulnerable."*

**- Mayor Greg Nickels**

## DPD Launches Emergency Management Website

While disasters such as earthquakes, landslides or floods can't always be prevented, we can be prepared. To help citizens prepare for and recover from disasters, DPD has launched the DPD Emergency Management website.

The City's emergency management efforts have two essential goals: protect lives and restore essential services. The City's emergency planning emphasizes individual and community preparedness, and ensures that Seattle and its regional, state and federal emergency partners can work together.

The website, [www.seattle.gov/dpd/emergency](http://www.seattle.gov/dpd/emergency), includes an abundance of information on both preparedness for and recovery from landslides and earthquakes, plus links to other emergency management resources like King County Emergency Services, Seattle's Project Impact, FEMA and the Red Cross.

DPD's role in the City's emergency preparedness efforts includes:

- Providing Seattle residents with information to help homes and businesses prepare for possible disasters.
- Making sure residences and businesses meet City codes and regulations upon approval of a DPD permit.
- Performing rapid evaluations of structures in the event of an earthquake, landslide or other emergency that causes structural damage.
- Providing expedited emergency repair permits following a disaster.

Get prepared now at [www.seattle.gov/dpd/emergency](http://www.seattle.gov/dpd/emergency)

## Attend a Free Landslide Information Meeting

Experts in managing landslide prone property are offering two public information sessions in February (see details at right). Free to the public, the meetings will provide information on Seattle's landslide geology and best practices for home maintenance, drainage, and vegetation on Seattle's hillsides.

Joining City of Seattle staff will be the American Society for Civil Engineers, the Association of Engineering Geologists, the International Society of Arboriculture and Associated Building Contractors.

In addition to a general presentation, there will be opportunities to discuss individual properties one-on-one.

The meetings are part of the City of Seattle's ongoing mission to help owners safely manage hillside property.

For more meeting information:

**Julie Moore, DPD Community Relations**  
**(206) 684-8443, [julie.moore@seattle.gov](mailto:julie.moore@seattle.gov)**



## Landslide Meeting Details

**Saturday, Feb. 11, 2006**

10:00am - Noon

South Seattle Community College  
Jerry Brockey Conference Center  
(south end - park in south lot)  
6000 16th Ave. SW

**Saturday, Feb. 25, 2006**

10:00am - Noon

North Seattle Community College  
(cafeteria - on west side of campus)  
9600 College Way N

## Enhanced Pre-Application Site Plan Requirements Coming in April

Beginning in early April, DPD will be requiring applicants to submit a more detailed site plan with their Address/Records Worksheet and Pre-Application Site Visit Request Forms. The goals of collecting an enhanced site plan are to allow DPD to collaborate with other city departments early in the application process, to provide timely and consistent decisions, and to assist the applicant in scoping and planning their projects more effectively.

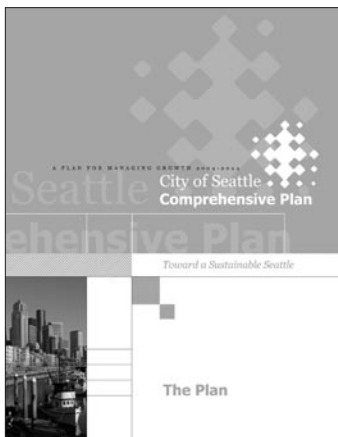
The Pre-Application Site Plan should have the following details:

1. Address of project
2. Owner's name
3. Legal description
4. North arrow
5. Identification of the drawing's scale
6. Property lines and property dimensions
7. Location and dimensions of all parking areas, driveways and other paved areas
8. Location, size and shape of any structures presently on the site and those proposed for construction
9. Dimensions showing front, side and rear distances from buildings to property lines, distance between structures, porches and decks
10. Location of pedestrian path to each dwelling unit and the primary entrance to each building
11. Identification of the exact work to be done, including the changes that are proposed to the physical features of the site or existing structures (clearly distinguish existing from proposed features)
16. Building identifiers for sites with more than one building
17. Ground elevations and contour lines and contour intervals for new construction or additions on sloping sites or where earth grading is proposed
18. Identify top and bottom of slopes and dimensions from the building or structure with existing and proposed contour lines
19. Identify creeks, drainage ditches and surface water lines (shorelines)
20. Total street and/or alley pavement type and widths; or, if not improved, describe existing conditions
21. Curbs and sidewalks: type, location, dimensions
22. Street trees and other landscaping
23. All other elements between the pavement edge and property line (side sewers, electrical ducts, electrical vaults, electrical conduits, handholes, ditches, culverts, bus zones, street signs, etc.)
24. Size, location & specific species of all trees on sites that are undeveloped or being wholly redeveloped

Stay tuned for DPD Client Assistance Memo (CAM) updates with more information in preparing and submitting a high quality Pre-Application Site Plan.

For more information, please contact:

**Roberta Baker, DPD ASC Manager**  
(206) 684-8195, [roberta.baker@seattle.gov](mailto:roberta.baker@seattle.gov)



## Seattle's Updated Comprehensive Plan Now Available!

Seattle's 2006 updated Comprehensive Plan is now available from the DPD Public Resource Center, 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8467. Replacement pages are free; the complete plan costs \$15. The complete updated plan is also available on CD for free.

For more information on the 2006 updates or to download the replacement pages, visit the Comp Plan annual amendment website at [www.seattle.gov/dpd/planning/compplanannual](http://www.seattle.gov/dpd/planning/compplanannual). An electronic version of the complete updated Comp Plan is also available online at [www.seattle.gov/dpd/planning/compplan](http://www.seattle.gov/dpd/planning/compplan).

If you have questions about Seattle's Comprehensive Plan, please contact:

**DPD Comp Plan Staff**  
(206) 684-8380, [compplan@seattle.gov](mailto:compplan@seattle.gov)





City Planning, a part of Seattle's Department of Planning and Development, is responsible for the following planning- and design-related activities:

- Area Planning
- CityDesign—the City's urban design function
- Comprehensive Planning
- Growth Management
- Land Use Policy
- Seattle Design Commission
- Seattle Planning Commission

"Working together to articulate, advocate and advance our community's vision for an exceptional and vibrant Seattle."

## Council Resumes Discussion of Mayor's Neighborhood Business District Strategy

In December 2005 the City Council's Urban Development and Planning (UDP) Committee approved two council bills that incorporated portions of the Mayor's Neighborhood Business District Strategy (NBDS) proposal. Among the changes the committee approved are:

- simplification of the permitted and prohibited use chart, changes to maximum size of use limits and pedestrian designations
- changes to street level development standards, and new street level design guidelines
- changes to bicycle parking requirements

Other elements of the NBDS proposal were held for consideration early this year. The approved bills have not been sent forward to the full City Council; instead, they have been held pending action on the remainder of the NBDS proposal.

The Mayor's NBDS proposal is the first substantial revision and update of commercial zoning requirements in many years and is intended to advance the City's growth management strategy as embodied in Seattle's Comprehensive Plan and neighborhood plans for vibrant, pedestrian oriented neighborhood centers.

The Council's Urban Development and Planning (UDP) Committee plans to begin discussion of the remaining NBDS issues in February. The current schedule, subject to change, will include an additional public hearing and full Council action in June.

Information about the Mayor's NBDS proposal, including all related documents, can be found online at [www.seattle.gov/dpd/planning/nbds](http://www.seattle.gov/dpd/planning/nbds). For more information about the Council review of the NBDS, please contact:

**Bob Morgan, City Council Staff**  
(206) 684-8150, [bob.morgan@seattle.gov](mailto:bob.morgan@seattle.gov)

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### south downtown, *cont. from page 1*

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March 15, 4:30-7:00 p.m. at City Hall, 600 Fourth Ave.

Additional opportunities for public participation will continue as further analysis and review of options for revising zoning in the south downtown area continues in 2006. Final recommendations and environmental review of proposed changes will provide further opportunities for public review and comment.

Visit DPD's website at [www.seattle.gov/dpd/Planning/South\\_Downtown](http://www.seattle.gov/dpd/Planning/South_Downtown) to learn more about the process, the draft recommendations, and the upcoming open house. You may also contact:

**Susan McLain, DPD Planner**  
(206) 684-0432, [susan.mclain@seattle.gov](mailto:susan.mclain@seattle.gov) or  
or

**Gordon Clowers, DPD Planner**  
(206) 684-8375, [gordon.clowers@seattle.gov](mailto:gordon.clowers@seattle.gov)

# SPC Planning

## Commission

### 2005 in Review

The Seattle Planning Commission is an independent body that advises the Mayor, City Council, and City departments on broad goals, policies and plans for Seattle's physical development.

As we begin 2006, the Seattle Planning Commission (SPC) would like to take a moment to review its accomplishments in 2005.

- The commission continued its advocacy for an industrial lands strategy by holding a roundtable discussion in November. The roundtable brought together City officials to discuss the current state of industrial land policy – how it is working and where changes might be made.
- Once the Seattle Monorail Project (SMP) announced its contract with Cascadia and developed its financing options, the commission produced a number of white papers and recommendations on several aspects of the project to assist public officials in making decisions about the project.
- The commission continued its stewardship of Seattle's Comprehensive Plan by actively participating in the 2005 amendment process and providing advice and recommendations to City officials.
- The commission developed recommendations for

major planning initiatives this year, including the Neighborhood Business District Strategy and the Downtown Height and Density Zoning Change proposal. It also continued its involvement in the Northgate planning process, the South Lake Union Urban Center Plan development, and Housing Choices.

- As the City prepares to rewrite the zoning code for multifamily zones, the commission facilitated discussion groups with neighborhood representatives, architects and developers.
- To complement the City's Center City Strategy effort, the commission undertook a comparison of 10 downtown neighborhood plans. The results of that comparison will be available in 2006.
- The commission completed a thorough review of the Port of Seattle's Northbay Draft Environmental Impact Statement.
- Commissioners participated on several advisory bodies including the South Downtown Advisory Group, the Waterfront Partners Group, and the Northgate Stakeholders.

see **planning commission** on page 9

## Council Adopts Legislation to Allow Larger Grocery Stores in NC1 Zones

On Dec. 15, 2005, Mayor Nickels signed legislation, adopted by City Council, amending Seattle's Municipal Code to allow an existing grocery store that meets certain conditions to expand up to 23,000 square feet. This larger grocery store would only be permitted in Neighborhood Commercial I (NCI) zones that are three acres or greater in size.

A grocery store may exceed current size limits of 10,000 square feet only when the following conditions are met:

- the grocery store is currently in operation and was legally established as of (and in operation since) Aug. 1, 2005
- the store abuts an arterial street and the expan-

sion won't cause significant increases in traffic on non-arterial streets

- the expanded store will be part of a mixed-use development with at least 30 percent of the gross floor area of the mixed use structure in residential use, not including parking
- impacts to adjacent residential areas from loading activities are mitigated using screening, buffers or other techniques

The new provisions will affect approximately seven currently operating grocery stores citywide.

If you have questions, please contact:

**Mike Podowski, DPD Planner**  
(206) 386-1988, [mike.podowski@seattle.gov](mailto:mike.podowski@seattle.gov)

## Get Involved in Urban Sustainability

### High Cost of Free Parking Uncovered at March 2 Forum Event

We're pleased to announce the second event in the 2006 Urban Sustainability Forum:

#### "The High Cost of Free Parking"

Donald Shoup, Professor of Urban Planning, UCLA

Thursday, March 2, 2006, 6:30-8:30 p.m.

UW Architecture Hall, Room 147

Free event; no registration required

At this event guest speaker Donald Shoup will argue that the average parking space costs more than the average car. He asserts that when we shop, dine out or see a movie, we pay indirectly for parking because its cost is included in the price of everything from hamburgers to housing. Shoup will demonstrate that free parking has other costs: it distorts transportation choices, warps urban form, and degrades the environment. Surprisingly, Shoup estimates that (1) if all U.S. parking spaces were combined into one surface lot, it would be the size of Connecticut; and (2) every year we spend as much to subsidize off-street parking as we spend for Medicare or national defense.



Donald Shoup

Shoup teaches courses on transportation, land use, public finance and urban economics, and has served both as chair of the UCLA Department of Urban Planning and as director of the Institute of Transportation Studies. His recent research has centered on parking as a key link between land use and transportation. Shoup's book, *The High Cost of Free Parking*, was published by the American Planning Association in 2005.

The Donald Shoup event is part of the UW College of Architecture and Urban Planning's PRAXIS Lecture Series and is co-sponsored by Seattle City Planning and the Seattle Department of Transportation.

### About the Urban Sustainability Forum

This event is part of the 2006 Urban Sustainability Forum, a series of energizing public dialogues on transforming Seattle into a 21<sup>st</sup> century city that is climate-neutral, pedestrian-friendly, transit-oriented, community-focused and sustainably designed.

Featuring nationally and internationally recognized leaders in sustainable community development, the Urban Sustainability Forum provides an opportunity for Seattle business leaders and citizens to discuss urban sustainability issues and create a shared vision for the future. The forum is sponsored by the City of Seattle, the Seattle Public Library, BetterBricks and ULI Seattle.

New speakers and dates are currently being posted on the Urban Sustainability Forum website at [www.seattle.gov/dpd/sustainability](http://www.seattle.gov/dpd/sustainability). If you have questions, please contact:

**Pam Round**  
[pam.round@seattle.gov](mailto:pam.round@seattle.gov), (206) 615-1171

## City Council to Hold Hearings on Othello and Greenwood/Phinney Neighborhood Design Review Guidelines

The City Council's Urban Development and Planning Committee will hold public hearings on Feb. 15, 2006, to discuss the neighborhood specific design review guidelines proposed for the Othello and Greenwood/Phinney neighborhoods.

These guidelines have been developed with community involvement and would apply within the Othello (MLK@Holly) and Greenwood/Phinney Urban Villages, respectively. Together with the Citywide Design Guidelines, the proposed neighborhood specific guidelines would form the basis for design review within these villages. The proposals carry out key implementation strategies from neighborhood plans. Both draft guidelines are posted on DPD's website at [www.seattle.gov/dpd/Publications/Design\\_Review\\_Guidelines](http://www.seattle.gov/dpd/Publications/Design_Review_Guidelines).

The Greenwood/Phinney hearing will start at 5:30 p.m.; the Othello hearing will begin at 6:00 p.m. Both hearings will be held in the Council's Chamber, 2nd floor, Seattle City Hall, 600 Fourth Ave.

For questions concerning the public hearing, contact:

**Neil Powers, Councilmember Steinbrueck's office**  
(206) 684-8804, [neil.powers@seattle.gov](mailto:neil.powers@seattle.gov)

For questions regarding the proposed guidelines for Greenwood, contact:

**Lyle Bicknell, DPD Planner**  
(206) 684-0763, [lyle.bicknell@seattle.gov](mailto:lyle.bicknell@seattle.gov)

For questions regarding the proposed guidelines for Othello, contact:

**Mike Podowski, DPD Planner**  
(206) 386-1988, [mike.podowski@seattle.gov](mailto:mike.podowski@seattle.gov)

### green building team, *cont. from page 1*

building industry in the near to mid-future. The new City team will work to remove barriers to green building so that market transformation strategies can be effectively implemented.

The new green building program will focus on key market sectors that align with DPD's customer base—single family residential, multifamily residential, and commercial/industrial/institutional. The program will also focus on integrating sustainability into urban design and neighborhood planning. The work plan includes:

- expanding educational programs and outreach materials
- proposing increased financial and development incentives for green building
- providing technical assistance to green projects
- evaluating the success and profitability of green projects, technologies and strategies
- recognizing and awarding innovative green projects and exemplary approaches
- coordinating easy access to incentives and assistance from other City departments

The green building team will also work to train DPD permit and plan review staff in green building strategies and provide technical assistance to permit applicants. As a result staff will be able to target projects that could implement green features early in the

design and permit process.

Located within DPD's City Planning Division, the new program will consist of five full-time staff with demonstrated expertise in green building. Some team members came from the existing Citywide Green Building Team, which has been reconfigured inside DPD.

The new structure will increase efficiency and effectiveness of service delivery and establish a citywide program to meet the City's priorities, including—accelerating adoption of green building in the private sector; continuing to support, monitor and evaluate the City's green building policy; and creating a sustainable development center. The new program also supports many of the City's broader economic, environmental and community goals, including energy conservation and climate protection, water conservation and watershed protection, waste reduction and recycling, affordable housing, and healthy communities.

If you have questions about the new program or would like to read case studies on successful green projects, visit the program website-in progress at [www.seattle.gov/dpd/sustainability](http://www.seattle.gov/dpd/sustainability) or call (206) 684-8880. Also, stay tuned to *dpdINFO* for an upcoming feature article that will introduce the green building staff, describe the new services, and announce the official program name.





An inside look at the latest technical code developments

Visit DPD's Technical Codes website:

**WWW.  
seattle.gov/  
dpd/techcodes**

## *Electrical Code Interpretation Alert:*

### **Concrete-Encased Rebar Must be Bonded to Grounding Electrode System**

The wording in the 2005 National Electrical Code (NEC) Article 250.50 regarding the use of grounding electrodes has changed. The new 2005 NEC language indicates that all grounding electrodes defined in Article 250.52(A)(1) through (6) that are present shall be bonded together to create the grounding electrode system.

Effective April 1, 2006, the concrete-encased rebar must be bonded to the grounding electrode system (NEC 250.52(A)(3)). This grounding electrode is commonly referred to as the "ufer ground" after H.G. Ufer, a pioneer in grounding studies.

Because grounding is so important to the safety of an electrical installation, a licensed electrical contractor must obtain a permit and arrange for an inspection for the ufer ground before the concrete is placed. The inspection can be requested on the permit for the service/feeder, conduit-only placement, or a get-started permit when plans are required.

If you are not able to purchase electrical permits for the building when the footings are being constructed, an electrical contractor may obtain a "limited permit" for the installation of the ufer ground only. An administrative fee will be charged for this permit and it will cover only the inspection of the installation of the ufer ground.

Failure to comply with the permit and inspection requirements may require a ground ring electrode encircling the building (NEC Article 250.52(A)(4)) to be installed before the service can be energized. Further, when rebar (one-half inch minimum) is utilized as the ufer ground, it shall be identified in a manner that will distinguish the ground electrode from other rods protruding from the footer.

If you have any questions or concerns regarding the installation of ufer grounds, please contact DPD's Electrical Technical Backup at (206) 684-5383, Monday-Friday, 7:00 a.m.-4:30 p.m.

## **Building Council Adopts Energy Code Emergency Rule on SEER-13 and HSPF-7.7**

The Washington State Building Code Council (WSBCC) has adopted revisions to the Washington State Energy Code (WSEC) to bring the WSEC into compliance with the National Appliance Energy Conservation Act (NAECA). The key effect of the changes is to revise the cooling equipment efficiencies to be SEER-13.0 minimum and to revise the heat pump efficiencies to be HSPF-7.7 minimum for equipment with cooling capacity <65,000 Btuh, manufactured on or after Jan. 23, 2006.

The WSBCC adopted the changes by emergency rule on Dec. 1, 2006; the rule became effective upon filing with the Washington State Code Reviser's Of-

fice on Dec. 6, 2005. The WSBCC website contains the language ([www.sbccc.wa.gov](http://www.sbccc.wa.gov), then "State Building Code"). The revisions were formally published in Washington State Register 05-24-087.

Related documents, including a summary of the 2005 WSEC Emergency Rule and insert pages for the 2004 Seattle Energy Code, are available for download from the Seattle Energy Code website at **[www.seattle.gov/dpd/energy](http://www.seattle.gov/dpd/energy)**.

For project questions related to the 2004 Seattle Energy Code, contact DPD's Energy/Mechanical Technical Backup at (206) 684-7846, Monday-Friday, 1:00-4:15 p.m.



**planning commission**, *cont. from page 5***Upcoming in 2006**

Seattle faces many exciting challenges and opportunities in 2006. The commission anticipates contributing to several important projects in the upcoming year, including:

- Continuing work on the City's Center City Strategy and its many project components that will serve to foster a more vibrant, livable Center City.
- The multifamily zoning code rewrite will continue into 2006 with continued input from the commission.
- Advocating for housing choices and furthering the discussion on housing affordability. One aspect of this process will be to support the passing of legislation allowing the development of detached accessory dwelling units in southeast Seattle and assisting City departments in developing a technical assistance guidebook.
- Continuing the commission's stewardship of the Seattle Comprehensive Plan by participating in the 2006 amendment process.
- Also, continuing stewardship of neighborhood plans by keeping those plan goals in the forefront of the commission's project review and advocating for continued implementation of the plans.
- Planning for the replacement of the Alaska Viaduct and Elliott Bay Seawall, including the choice between replacement options, closure and construction impacts on downtown (and the entire city), and redevelopment of the waterfront into a great public space for Seattle.
- Continued advocacy for the development of an industrial lands strategy.
- Promoting transportation planning for the Ballard to Downtown to West Seattle corridor.

For more information on SPC activities, visit [www.seattle.gov/planningcommission](http://www.seattle.gov/planningcommission) or contact:

**Scott Dvorak, DPD Planning Commission Analyst**  
(206) 684-8694, [scott.dvorak@seattle.gov](mailto:scott.dvorak@seattle.gov)

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If you'd like to be removed from our printed mailing list, call (206) 684-8443.

**Client Assistance Memos****UPDATED**

- **CAM 230**, *Multifamily Residential Off-Street Parking Requirements*, was updated to reflect new minimum residential parking requirements in First Hill, Capitol Hill, Pike/Pine and the University District.

*CAM updates are available online at [www.seattle.gov/dpd/publications](http://www.seattle.gov/dpd/publications). Printed copies are available from the Public Resource Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8467.*

**Director's Rules****DRAFT**

- **DR 10-2006**, *Clarifying when Administrative Design Review is required in order to save Exceptional Trees in Lowrise, Midrise, and Commercial zones*, is available for review through 5 p.m., Feb. 17, 2006. For more information contact Roque DeHerrera at (206) 684-4196 or [roque.deherrera@seattle.gov](mailto:roque.deherrera@seattle.gov).

**FINAL**

- **DR 30-2005**, *Ventilation Systems in Research and Educational Laboratories (Fume Hoods)*, was finalized Feb. 1, 2006. This is a joint ruling with SFD Administrative Rule 27.03.05.

**CORRECTION**

- **DR 17-2005**, *Sprinkler Systems and Fire Alarms for Elevator Machinery Rooms, Hoistways and Pits*. A typo was corrected on the drawing on page 7. The corrected version is available online at [www.seattle.gov/dpd/codes](http://www.seattle.gov/dpd/codes).

**IMPORTANT:** Notice of Draft Director's Rules comment periods is provided in *dpdINFO* as a courtesy to readers. Official legal notice regarding Director's Rules is published in the *Daily Journal of Commerce*. Land use rules are also published in DPD's **Land Use Information Bulletin** (formerly known as the *General Mail Release* or *GMR*). To view the bulletin online or to receive an email alert when it is posted online, visit [www.seattle.gov/dpd/notices](http://www.seattle.gov/dpd/notices). To receive a printed version by mail, please contact Betty Galarosa, [betty.galarosa@seattle.gov](mailto:betty.galarosa@seattle.gov), (206) 684-8322.

## HOW TO REACH US AT DPD

### Permits

General Applications ( <i>Applicant Svcs Ctr</i> ).....	206-684-8850
Address Assignment.....	684-8850
Cashier.....	386-9780
Design Review Program.....	233-3823
Drainage & Sewer Review ( <i>incl side sewer</i> ).....	684-5362
Land Use Reviewers ( <i>see note below</i> *) .....	n/a*
Master Use Permits.....	684-8467
Plans Routing.....	684-8169
Over-the-Counter (OTC) Permits.....	684-8464
Plumbing & Gas Piping Permits.....	684-5198
Sign Permits.....	684-8419

### Inspections

Inspection Requests: General.....	684-8900
Inspectors: General.....	684-8950
Site/Erosion Control .....	684-8860

### Planning

CityDesign (urban design office).....	615-1349
Comprehensive Planning .....	233-0079
Land Use Policy.....	684-8880
Seattle Design Commission.....	615-1349
Seattle Planning Commission.....	684-0433

### Administration

Office of the Director .....	684-8899
Community Relations.....	233-3891
Accounting .....	684-4175

### Code Violation Complaint Hotline

Construction, Housing & Land Use Complaints... 684-7899

### Information

General Department Information.....	684-8600
Applicant Services Center (ASC) .....	684-8850
<i>Hours: M,W,F: 7:30am-5:30pm; Tu,Th: 10:30am-5:30pm</i>	
Code Compliance ( <i>enforcement info</i> ).....	615-0808
Events & Classes.....	684-8443
GIS Maps & Services.....	684-0965
Licensing & Testing ( <i>gas piping, steam eng, refriger</i> )... ..	684-5174
Media Relations.....	233-3891
Microfilm Library.....	233-5180

*Hours: M,W,F: 9am-4:30pm; Tu,Th: 10:30am-4:30pm*

Property Owner/Tenant Assistance.....	684-7899
Public Resource Center (PRC) .....	684-8467
<i>Hours: M,W,F: 7:30am-5:30pm; Tu,Th: 10:30am-5:30pm</i>	

Publications.....	684-8467
Site Development.....	684-8860
Sustainable Building.....	684-0806
Tech Support: Building Code ( <i>1-4:15pm</i> ).....	684-4630
Tech Support: Electrical Code ( <i>7am-4:30pm</i> ).....	684-5383
Tech Support: Energy/Mech Code ( <i>1-4:15pm</i> ).....	684-7846
Zoning Info ( <i>general, not site-specific</i> *).....	684-8467
Zoning Info ( <i>site-specific Single Family*</i> ; <i>1-4:15pm</i> )....	684-8850

\* Due to the complexity of Seattle's Land Use Code, all other types of information must be obtained in person at DPD's Applicant Services Center or online at [www.seattle.gov/dpd/landuse](http://www.seattle.gov/dpd/landuse).

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